

APHIS COMPUTER NAMING CONVENTIONS

1. PURPOSE

This Directive establishes APHIS policy for naming computers.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 3120.2, dated 2/10/04.

3. SCOPE

This Directive applies to all APHIS-owned computers (desktops and servers) and all APHIS employees who use them.

4. REFERENCES

- a. APHIS Computer Naming Convention Protocols.
- b. APHIS Directive 3140.4, APHIS Desktop Computer Security Policy, dated 2/22/06.

5. POLICY

All APHIS computer names will conform to standardized computer naming conventions defined in Section 4.a. above. Standardized computer naming is necessary in the Agency's widely distributed environment. Many situations, such as vulnerability scanning/detection, virus infection, or anomalous packet transmission, require speedy identification and location of a computer to perform problem remediation. Standardized computer naming also helps to identify a computer as belonging to APHIS.

Exceptions to the terms of this Directive must be approved in writing. For desktop computers, use the Desktop Security Exception Process as described in Section 4.b. in conjunction with APHIS Form 144. For servers, use the Server Request Form, APHIS Form 12.

6. RESPONSIBILITIES

- a. The Chief Information Officer, ITD, will:
 - (1) Approve and ensure implementation of this Directive.
 - (2) Approve any modifications to this Directive.
- b. Deputy Administrators/Directors of Program Units and Heads of Major Business Offices will:
 - (1) Disseminate this Directive to those members of their respective staffs whose duties include naming computers.
 - (2) Ensure that the terms of this Directive are followed when naming computers used by their Program Unit.
 - (3) Assist in promptly identifying, investigating, and helping rectify violations of this Directive.
- c. The APHIS Information Systems Program Manager (ISSPM), MRPBS, ITD, will:
Independently, or in partnership with the Customer Service Branch (CSB) Branch Manager, MRPBS, ITD, and the TRM Branch Manager, MRPBS, ITD:
 - (1) Work with the Program Units to bring noncompliant computers into compliance.
 - (2) In cases of continued noncompliance, take appropriate measures to deny APHIS network and resource access to computers not compliant with this Directive.
- d. The CSB Branch Manager and the TRM Branch Manager will:
 - (1) Have joint responsibility for approval of changes to Section 4.a..
 - (2) Independently, or in partnership with the APHIS ISSPM:
 - (a) Work with the Program Units to bring noncompliant computers into compliance.
 - (b) In cases of continued noncompliance, take appropriate measures to deny APHIS network and resource access to computers not compliant with this Directive.

- e. The Policy, Planning and Training Staff Manager, MRPBS, ITD, CSB, will:
- (1) Update this Directive by:
 - (a) Receiving any requests for modification to this Directive.
 - (b) Responding to change requests and/or new requirements.
 - (2) Maintain Section 4.a. by:
 - (a) Receiving any requests for modification to the Protocols.
 - (b) Responding to change requests and/or new requirements.
 - (c) Providing a forum for discussion, among all program units and appropriate members of MRPBS, ITD, TRM, of proposed changes to Section 4.a., prior to submission for approval.
 - (d) Notifying all IT employees of changes to Section 4.a. within 14 days of the change.
 - (e) Publishing Section 4.a. in a centrally and electronically accessible location.
- f. Agency IT Employees will:
- (1) Ensure that the terms of this Directive are followed when naming computers.
 - (2) Take immediate corrective action to rename computers under their care whose names do not conform to the terms of this Directive.
 - (3) Assist in promptly identifying, investigating, and helping rectify violations of this Directive.
 - (4) Provide input concerning computer naming conventions, including requests for change and feedback on proposed changes, to ensure the usability and applicability of conventions and protocols identified in this Directive and Section 4.a.
- g. Any APHIS employee who names a computer will ensure that the computer name conforms to the computer naming conventions established in this Directive.

7. INQUIRIES

- a. Questions concerning the processes described in this Directive should be directed to the APHIS Technical Assistance Center (ATAC) at 1-800-944-8457.
- b. This Directive can be accessed via the Internet APHIS website at *<http://www.aphis.usda.gov/library/directives/>*

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